



Maximizing the synergies of multi-state tax cooperation

**Statistical Sampling for Sales and Use Tax Audits
St. Paul, Minnesota
April 13-16, 2015**

Please wait to make air travel arrangements until you have final registration confirmation from the MTC.

Course Location

Minnesota Department of Revenue
Stassen Building
600 N. Robert Street
Saint Paul, MN 55146

Hotel Information

A room block has been arranged at the SpringHill Suites, 3635 Crestridge Drive, Eagan, Minnesota 55122 at the group rate of \$89 per night (For April 16 and 17, the rate increases to \$104 per night.) To make reservations call the hotel at 651-686-0600 and identify yourself as part of the "MTC Training" group.

In addition, there are several downtown hotels (Embassy Suites, Doubletree and Holiday Inn) within one mile of the course location.

Students are responsible for transportation from their hotel to the training facility.

Computer Requirements

Each participant is required to have a windows compatible laptop computer with the following attributes:

- 1) Windows 7, Vista, XP (or Windows 98) operating system
- 2) Be able read electronic files by either an external flash drive using an available USB port or CD disk (at the class site)
- 3) Be able to copy files onto the hard drive from an external CD or flash drive (at the class site)
- 4) Office 97, 2000, 2003, 2007 or 2010 installed with Excel up and running
- 5) Ability to use VBA macros in Excel (VBA must be enabled in MS Office)
- 6) Ability to change the security level of macros in Excel (the student/user - not just the administrator - must have the rights to change security levels to enable use of custom written macros)

Approximately three weeks prior to the course, we will send MTC Sampling Software to students on a CD. This software should be installed prior to the start of the course. The CD will be sent to the "mailing address" from your registration form; if you have other mailing instructions, please let us know.